

# CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Name/Title: \_\_\_\_\_  
 Person Managing/Overseeing Emergency Plan Implementation

Telephone #: \_\_\_\_\_

E-mail Address:

ICPC Liaison \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans regarding children and non-minor dependents. Children and non-minor dependents in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law [PL] 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under section 6 (a)-(16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

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<b>CWS Disaster Response Criteria A:</b>	<b>Identify, locate, and continue availability of services for children and non-minor dependents under state care or supervision who are displaced or adversely affected by a disaster, including children from other states:</b>
Essential Function:	1. Identification and location process of children who may be displaced, including children from other states

Process Description:	
Essential Function:	2. Communication process with child care providers
Process Description:	
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	
Essential Function:	5. Identification of shelters
Process Description:	
Essential Function:	6. Parental notification procedures
Process Description:	
Essential Function:	7. Alternative processes for providing continued services
Process Description:	
Essential Function:	8. Staff assignment process
Process Description:	
Essential Function:	9. Workload planning
Process Description:	
Essential Function:	10. Alternative locations for operations

Process Description:	
Essential Function:	11. Orientation and ongoing training
Process Description:	
<b>CWS Disaster Response Criteria B:</b>	<b>Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:</b>
Essential Function:	1. Investigation process
Process Description:	
Essential Function:	2. Determine circumstances surrounding the child's potential entrance
Process Description:	
Essential Function:	3. Implementation process for providing new services
Process Description:	
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	
<b>CWS Disaster Response Criteria C:</b>	<b>Address and provide care for unaccompanied minors and unaccompanied non-minor dependents:</b>
Essential Function:	1. Structure – child welfare personnel
Process Description:	
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	

Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	
Essential Description:	4. Assess and make a determination within 30 days
<b>CWS Disaster Response Criteria D:</b>	<b>Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:</b>
Essential Function:	1. Communication structure – staff
Process Description:	
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	
Essential Function:	3. Communication structure – contracted services
Process Description:	
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	
Essential Function:	5. Communication frequency
Process Description:	
Essential Function:	6. Communication with media
Process Description:	
Essential Function:	7. Communication with volunteers
Process Description:	

Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	
<b>CWS Disaster Response Criteria E:</b>	<b>Preserve essential program records:</b>
Essential Function:	1. Record preservation process
Process Description:	
Essential Function:	2. Use of off-site back-up system
Process Description:	
<b>CWS Disaster Response Criteria F:</b>	<b>Coordinate services and share information with other states and counties, include a description of the process utilized by the county to ensure that information regarding children placed pursuant to the Interstate Compact on the Placement of Children (ICPC) occurs with both the sending state and CDSS:</b>
Essential Function:	1. Interstate Compact on the Placement of Children reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	
Essential Function:	2. Mental health providers
Process Description:	
Essential Function:	3. Courts
Process Description:	
Essential Function:	4. Federal partners
Process Description:	

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Essential Function:	5. CDSS
Process Description:	
Essential Function:	6. Tribes
Process Description:	
Essential Function:	7. Volunteers
Process Description:	